

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**YEAR 2012 PAY PERIODS & PAY DATES**  
**SATURDAY THROUGH FRIDAY WORKWEEK**

Pay Periods				Time Sheets Due	PAYDAY	Optional Deductions	Holidays
B 01	Dec-17	---	Dec-30	Jan-03	<b>Jan-11</b>	1st half / Jan	Christmas Day - Dec 26 (Observed) (Mon)
B 02	Dec-31	---	Jan-13	Jan-17	<b>Jan-25</b>	2nd half / Jan	New Year's Day - Jan 2 (Observed) (Mon)
B 03	Jan-14	---	Jan-27	Jan-30	<b>Feb-08</b>	1st half / Feb	Martin Luther King Jr Day - Jan 16 (Mon)
B 04	Jan-28	---	Feb-10	Feb-13	<b>Feb-22</b>	2nd half / Feb	
B 05	Feb-11	---	Feb-24	Feb-27	<b>Mar-07</b>	1st half / Mar	Presidents' Day - Feb 20 (Mon)
B 06	Feb-25	---	Mar-09	Mar-12	<b>Mar-21</b>	2nd half / Mar	
B 07	Mar-10	---	Mar-23	Mar-26	<b>Apr-04</b>	1st half / Apr	
B 08	Mar-24	---	Apr-06	Apr-09	<b>Apr-18</b>	2nd half / Apr	
B 09	Apr-07	---	Apr-20	Apr-23	<b>May-02</b>	1st half / May	
B 10	Apr-21	---	May-04	May-07	<b>May-16</b>	2nd half / May	Arbor Day - Apr 27 (Fri)
B 11	May-05	---	May-18	May-21	<b>May-30</b>	<b>No Optional Deductions</b>	<b>No Optional Deductions Payday</b>
B 12	May-19	---	Jun-01	Jun-04	<b>Jun-13</b>	1st half / June	Memorial Day - May 28 (Mon)
B 13	Jun-02	---	Jun-15	Jun-18	<b>Jun-27</b>	2nd half / June	
B 14	Jun-16	---	Jun-29	Jul-02	<b>Jul-11</b>	1st half / July	
B 15	Jun-30	---	Jul-13	Jul-16	<b>Jul-25</b>	2nd half / July	Independence Day - July 4 (Wed)
B 16	Jul-14	---	Jul-27	Jul-30	<b>Aug-08</b>	1st half / Aug	
B 17	Jul-28	---	Aug-10	Aug-13	<b>Aug-22</b>	2nd half / Aug	
B 18	Aug-11	---	Aug-24	Aug-27	<b>Sep-05</b>	1st half / Sept	
B 19	Aug-25	---	Sep-07	Sep-10	<b>Sep-19</b>	2nd half / Sept	Labor Day - Sept 3 (Mon)
B 20	Sep-08	---	Sep-21	Sep-24	<b>Oct-03</b>	1st half / Oct	
B 21	Sep-22	---	Oct-05	Oct-09	<b>Oct-17</b>	2nd half / Oct	
B 22	Oct-06	---	Oct-19	Oct-22	<b>Oct-31</b>	<b>No Optional Deductions</b>	<b>Columbus Day - Oct 8 (Mon)/No Optional Deductions Payday</b>
B 23	Oct-20	---	Nov-02	Nov-05	<b>Nov-14</b>	1st half / Nov	
B 24	Nov-03	---	Nov-16	Nov-19	<b>Nov-28</b>	2nd half / Nov	Veterans' Day - Nov 12 (Observed) (Mon)
B 25	Nov-17	---	Nov-30	Dec-03	<b>Dec-12</b>	1st half / Dec	Thanksgiving Day - Nov 22 (Thurs) Day after Thanksgiving - Nov 23 (Fri)
B 26	Dec-01	---	Dec-14	Dec-17	<b>Dec-26</b>	2nd half / Dec	

**\*Please note,** for overtime purposes, employees must report work hours beginning Saturday at 12:00 a.m. and ending Fridays at 11:59 p.m. However, our pay cycle is actually Monday through Sunday with pay dates every other Wednesday.